

STAT

Approved For Release 2003/04/24 : CIA-RDP80B01676R000800060010-9  
MEMORANDUM FOR THE DIRECTOR

The attached proposed letter to Mr. Pierre Salinger, Press Secretary to the President, advises [redacted]

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Also attached is a second proposed letter from the Director of Personnel to [redacted] which goes into considerable detail about the immediate nature and prospects of such employment.

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Recommends [redacted] signature.

29 AUG 1961

Acting Deputy Director  
(Support)

cc: DDCI

(DATE)

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FORM NO. 101  
1 AUG 54  
REPLACES FORM 10-101  
WHICH MAY BE USED.

1234 61-2987

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Executive Digest

61-5909/a

31 AUG 1961

Honorable Frederick C. Butten/  
Special Assistant to the President  
The White House  
Washington 25, D. C.

Dear Mr. Butten:

In accordance with your memorandum of 20 July 1961, I am enclosing two copies of a CIA notice and employee handbook which have been distributed to employees of this Agency.

In addition to the current distribution of this material, I have instructed supervisors in the Agency to ensure that all employees review the handbook at least semi-annually. This instruction will be emphasized by periodically issuing appropriate directives.

Sincerely,

Allen Dulles  
Director

Enclosures

Distribution:

- 0 & 1 - Addressee / initialed by blh  
1 - DCI  
1 - DDCI  
 - ER  
2 - DD/S  
1 - SA/D/Pers.

OD/Pers

is (1 w/hold)  
blh (28 August 1961)

Director of Personnel

Concur:

A/ Deputy Director (Support)

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28 Aug 61

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DD/S 61-2942

31 AUG 1961

Mr. Pierre Salinger  
Press Secretary to the President  
The White House  
Washington 25, D. C.

Dear Mr. Salinger:

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Since I wrote to you on 29 July about [redacted]  
of the [redacted] he has visited our offices and par-  
ticipated in a number of interviews.

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After an exhaustive review, we have narrowed the possibilities for his service with us to our Office of Security and have written to him to ascertain his interest in employment as a Security Investigator, GS-II. I am enclosing a copy of our letter to him which goes into considerable detail about the immediate nature and prospects of such employment. Our further action, of course, will depend on his response to this letter but we shall advise you of further developments as they occur.

With kindest regards.

Sincerely,

SIGNAL

Allen W. Dulles  
Director

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**Enclosure**

OD/Pers [redacted] blh (25 Aug 61)  
ODD/S:DEK:sm (29 Aug 61) RETYPED  
Distribution:

Orig & 1 - Addressee      1 - D/Pers      Concur:  
1 - DCI [redacted]  
1 - DDCI

9 AUG 1961

/s/ Emmett D. Echols  
Emmett D. Echols STAT  
Director of Personnel

[redacted]

Acting Deputy Director

(Support)

DDTS 61-2893

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4-2861d

51 AUG 1961

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[Redacted]

Since your recent visit to our office, we have further reviewed the possibilities of an assignment for you with the result that we are prepared to process your application for the position of Security Investigator, GS-11. The basic pay for GS-11 is \$7,350 per year and is subject to deductions for income taxes, civil service retirement, and optional insurance benefits.

Employment in this position would require a training period here in Washington, D. C., followed by duty assignment within the continental limits of the United States. Your duty assignment would be to a large city but would include responsibility for covering a substantial geographic area. The nature of your specific duties, principally that of conducting background investigations of applicants for employment, would necessarily entail considerable travel within your area. The particular location to which you would be assigned would depend on our staffing requirements when you become available for duty.

The salary indicated is somewhat below the range of your expressed interest and I believe a few words of explanation are in order. Your primary qualifications in law enforcement do not have direct application to our work since we do not have police powers or functions. The position described above appears to make the best use of your qualifications and to offer the best opportunity for you to progress to higher levels. Our grade range for this type of work is GS-9 (\$6,435 per year) to GS-13 (\$10,635 per year). Grade GS-11 is the highest level at which we believe an initial appointment can be made.

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We follow the pay practices of most Federal agencies in granting periodic salary increases to employees who are performing their work satisfactorily. At GS-11, these increases are in \$250 increments and are made at

[Redacted]

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I have gone into somewhat unusual detail about the career prospects of your employment with us because I appreciate the seriousness with which you must deliberate a change. You have advanced in your present work to a responsible position and have, I am sure, secured various benefits such as retirement. For a man of your age and responsibilities, the decision to make a major change in employment is not an easy one and I am anxious to give you such facts as I can to assist you.

If you conclude that you would like us to pursue this matter further, would you please complete and return to us at your earliest convenience the application forms which [redacted] gave to you. These are necessary before we can undertake the background investigation and other evaluative processes which are prerequisite to a firm offer of employment in our organization.

May I take this opportunity to thank you again for taking the time to visit our headquarters. I am pleased to be able to tell you that you made a most favorable impression in your various interviews and would be welcomed as a member of our service.

Very truly,

/s/ Bennett D. Echols  
Bennett D. Echols

Director of Personnel

Distribution:

- 0 - Addressee
- 2 - Pierre Salinger
- 1 - DCI
- 1 - DDCI
- X - ER
- 2 - A-DD/S
- 1 - Subject's file
- 1 - D/Pers reader chrono (W/H)
- OD/Pers/[redacted] jc (28 Aug 61)

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